**Key Responsibilities:**

* **Data Entry & Management:** Accurately input data into the company's database, ensuring information is up-to-date and error-free.
* **Documentation Handling:** Process, organize, and maintain physical and digital records, including contracts, reports, and invoices.
* **Communication Support:** Assist in drafting and responding to emails, phone calls, and internal communications.
* **Reporting:** Prepare daily, weekly, or monthly reports for management, providing insights into operational data.
* **Customer Support:** Provide administrative assistance to customer service teams by managing client queries and facilitating the resolution of issues.
* **Inventory Management:** Track and maintain records for office supplies and inventory.
* **Scheduling & Coordination:** Assist in scheduling meetings, appointments, and handling travel arrangements for executives.
* **Compliance and Accuracy:** Ensure all records and transactions comply with company policies and legal requirements.